

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 07-258

OPENING DATE: 17 August 2007

CLOSING DATE: 17 September 2007

ANTICIPATED FILL DATE: 14 Oct 07

POSITION TITLE AND NUMBER

Human Resources Assistant
PDCN 70543000 MD # 1324-256L

UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-NC-J1-SA, NCARNG
Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Pay of 16.18%)

GS-0201-07 \$36,876.00 - \$47,938.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the **STATEWIDE**. Applications will only be accepted from current Excepted employees of the North Carolina Army National Guard, current military members of the North Carolina Army National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **REQUIRED** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE**: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172 / 6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATIONS REQUIREMENTS: Must have twelve months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required twelve months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA's)

Below are listed the KSA's for this position. Applicants **MUST** address each KSA individually in paragraph format by explaining any civilian and military work experience *(with inclusive dates that reflect twelve months of specialized experience)* that provided that KSA. It is **REQUIRED** that this statement be attached to the application. **Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position.** For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of, and skill in applying, a standardized body of military Human Resources (HR) rules, procedures, and operations sufficient to process and/or review a variety of procedural and/or substantive military personnel actions/transactions.
2. Knowledge of requirements for area of assignment sufficient to provide general information to military members and/or their dependents.
3. Skill in reviewing and processing military personnel actions to determine if requested action is substantiated by the documentation submitted.
4. Knowledge of military organizational structures, protocol, and similar matters.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant **will not** be approved for

appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. **The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.**

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCARNG in the unit of employment is mandatory. (Enl: CMF: 42A/F/L)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Performs detailed regulatory and procedural review, and processes a variety of routine military human resource transactions which may include but are not limited to: accessions, promotions, transfers, boards, incentives, training, and personal recognition of enlisted and officer personnel in the National Guard. Determines the validity of the requested action and insures that requirements related to the request are met. Notifies units of documentation requiring corrections or for those actions that are incomplete. Interviews personnel, as required, to obtain data needed to complete actions. Insures that records are complete and accurate and approves routine clear-cut actions. Maintains all required forms, makes additions, revisions, or deletions to records or files to keep them current, complete, and accurate in accordance with regulations, policies and procedures. Recognizes limited, well-defined and approved alternatives for meeting criteria or justifying exceptions. Researches and/or provides information regarding a variety of rules, regulations, procedures, and requirements to provide explanations of actions taken or recommended. Drafts or prepares related correspondence for appropriate signature and enters data in automated systems, as needed. Retrieves data from information sources, both manual and electronic, for use in answering questions, responding to correspondence, or preparing reports or briefings. Reviews files identified for discharge. Identifies all creditable service time, based on documentation in the record file, to compute total military service history to date and ensures computation matches members Retirement Points Accounting System statement. Identifies all documented awards, unit assignments, dates of rank, and verifies all MOS qualifications. Prepares NGB 22 form, which documents all relevant military information, as well as any required discharge certificates. Receives documentation on military personnel transactions from lower echelons. Dates and logs in documentation to maintain an audit trail for all transactions. Examines documentation and distributes by interoffice routing to the other work centers those documents that require review by that area of assignment prior to input. Documents not requiring outside review are examined for completeness and authenticity. Verifies current information in SIDPERS to substantiate requested action, and if accurate, processes and inputs action into the database. Reconciles report of previous days entries against hardcopy documentation, identifies erroneous entries, and correctly inputs action to resolve the error. Forwards documents/documentation, as required, to other work centers for further processing. Generates and distributes reports to the appropriate user. Participates in unit Soldier Readiness Processing (SRP) for those units whose service members are being mobilized to active duty. Provides counseling to service member on available benefits; questions as to the accuracy of the emergency data and contact information and the accuracy of the DEERS/RAPIDS (Defense Enrollment Eligibility Reporting System/Realtime Automated Personnel Identification System) information; and allows the service member to perform a general review of their record. Notifies service member of forms or documents required to substantiate requested update, i.e., marriage/divorce documents, birth certificates, Social Security cards, promotion orders, awards received, etc. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1